



## Job Posting

### Government Relations Intern (Summer 2021)

#### **About us:**

The Canadian Nuclear Association (CNA) is a non-profit organization established in 1960 to represent the nuclear industry in Canada. We promote a strong, vibrant and expanding nuclear industry that benefits our members, stakeholders and all Canadians.

The CNA's purpose is to lead and focus dialogue with and among key stakeholders concerning Canada's nuclear future and to be known as the voice of the industry. To this end, CNA offers a range of services: regulatory and government affairs; research and policy development; advocacy to advance member-relevant interests in the political and public spheres; programs and external and member communications to support the association's objectives.

#### **What we are looking for:**

We are seeking a post-secondary student to perform a wide range of duties in support of our government relations initiatives promoting the Canadian nuclear sector both domestically and internationally.

The position reports in to one of our seasoned leaders in Government Relations. We are a small and nimble team, and we are looking for someone who loves writing and organizing; can work closely with our team, including our communications team; and can work autonomously as the position will be remote. You are passionate about learning and gaining experience in the world of government relations.

#### **What you will be doing:**

In this role you would be supporting the government relations and stakeholder management teams. Key functions will include, but are not limited to, developing strategy, organizing key meetings, letter writing and maintaining databases. You will work collaboratively with other teams such as the communications team to ensure strategies are executed seamlessly.

Working knowledge of Google and Microsoft Windows platforms are assets.

### **The Successful Candidate will have the following:**

It would be important that you are heading back to school in Sept 2021 as this is a requirement of the Federal summer student program. You must be participating in a University or college degree in political science, public administration, communications, public relations or related field of study.

We are looking for the following experience:

- Solid writing, editing and organizing skills.
- Some experience in planning and developing content.
- Experience with business software applications and Microsoft Office Suite.
- Understanding of and exposure to:
  - Canadian politics and decision making – local, regional, provincial and national
  - International politics

We are also looking for these skills and abilities that we consider an asset:

- Ability to work in both English and French. Working level of French acceptable.
- Past work experience in one or more policy fields, such as energy, science and technology, public safety and security, economic development or health.

Personal Attributes required for this role include:

- Organized and resourceful, able to multi-task with minimal supervision.
- Polite, client-focused, professional manner.
- Reliable and punctual, can be counted upon to meet commitments.
- Attention to detail and ability to manage multiple priorities concurrently.
- Collaboration, which requires patience, a commitment to teamwork and an understanding that everyone has their own style.

### **As a summer term employee, we have this to offer you:**

- Work-life balance, yet fast paced environment.
- Flexible hours.
- Learning and development opportunities.

- Regular all-staff meetings with CEO.
- Regular social and team-building get-togethers for all team members — virtual during COVID-19.
- Competitive summer student hourly compensation.

### **To apply:**

If this opportunity intrigues you and relates to your experience, then we want to hear from you right away. Please take the time to tell us about yourself in a brief cover letter and résumé. Show us your written communication skills and the art of crafting a communication to accompany your résumé. We want to hear from you and how this summer intern opportunity will support your learning.

We thank all applicants for their interest, and your application will be acknowledged. If you have any questions in advance of applying, please connect with us and we would be glad to answer. Please submit your cover letter and résumé to [HR@CNA.CA](mailto:HR@CNA.CA) by Wed May 5, 2021.

The CNA is committed to providing an inclusive, barrier-free recruitment and selection process. We are an equal opportunity employer, and we are seeking applications from employment equity groups including but not limited to persons with disabilities, and Black, Indigenous and/or persons of colour. Please contact us at [HR@CNA.CA](mailto:HR@CNA.CA) in confidence and provide notice in advance if you require accommodations at any stage of the recruitment process. All requests for accommodation will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity.